

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: NEGE04590398

Opening Date: January 20, 2004

Cut-Off Date: July 20, 2004
First Cut off Date: February 20, 2004

Position: Contract Specialist, GS-1102-12

Salary: \$59,302 - \$77,096 Annual

Place of Work: U.S. Army Engineer District-Baltimore, Contracting Division, Acquisition Branch OR Management and Support Branch

DUTY LOCATION: Baltimore, MD

Position Status: This is a Permanent position. -- Full Time

Number of Vacancies: 1

Duties: Performs pre-award and post-award functions, including price/cost analysis, negotiation and administration for construction, supplies and services, environmental services and Architect-Engineering services contracts. Services acquired will consist of preparation of multimedia (i.e., air, water, soil, noise, radiation, hazardous/toxic waste, natural resources, and cultural resources) environmental compliance audit-assessments through record search, interviews, and site surveys of facility operations, practices and conditions at all active Army Installations, and National Guard and Army Reserve Centers within the Baltimore District jurisdiction for compliance with Federal, state and local environmental regulations. Contracting involved is primarily Cost Plus Award Fee for Architect-Engineer services but with several fixed price contracts. All contracts are for professional services and are based on negotiation in accordance with FAR and other applicable Federal regulations.

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

BASIC REQUIREMENTS:

- A. A bachelors degree from an accredited educational institution authorized to grant baccalaureate degrees. AND
- B. At least 24 semester hours of study from an accredited institution of higher education in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or

organization and management. (This requirement can be obtained within the degree or in addition to the degree.)

NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement.

IN ADDITION TO THE BASIC REQUIREMENTS, applicant must also meet the following criteria: One year of specialized experience equivalent to the GS-11 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position and that is typically in or related to negotiation and pre and post award contract administration, including cost plus award fee and fixed price methods of contracting.

SELECTIVE PLACEMENT FACTORS/KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):
NONE. Candidates will be rated against Resumix Job Search Criteria.

COMMENTS:

- (1) Must meet DAWIA Requirements - Level II.
- (2) This position requires the submittal of a Confidential Disclosure Report.
- (3) Must meet National Defense Authorization Act (NDAA), in accordance with the authorization legislation.
- (4) Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable.

Applicants must fax a copy of their most recent performance rating, Acquisition Career Record Brief (ACRB), and Defense Acquisition Workforce Improvement Act (DAWIA) Level II Certification to Sandy Kyle at 410-962-2663.

NOTE: This is an Acquisition position.

NOTE: This position is a Career Program Position.

The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Other Information:

- Permanent Change of Station (PCS) expenses will be authorized.

Other Requirements:

- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- Defense Acquisition Workforce Improvement Act Career Field Position: Contracting
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply:

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

Point of Contact: Judy Brunasky, NECPOC, APG, MD, 410-306-1212,
judy.brunasky@cpocner.apg.army.mil

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.